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02 FEB 1983

MEMORANDUM FOR: Chief, Customer Services Staff, P/ODP

FROM:

STAT

Chief, Policy and Plans Group,
Management Staff

SUBJECT: Draft ODP Functional Directory

1. Management Staff personnel have reviewed the subject draft document (A Functional Directory - ODP Computer Facility, 10 January 1983 version). The unanimous opinion is that it is a very good piece of work and something we have long needed in the office. I have no doubt that it will prove an invaluable guide to Agency employees and an excellent advertisement for ODP services and capabilities.

2. Attachment I is an annotated copy of the draft directory. Detailed comments and suggestions, primarily my own, are in red. Based on the full Management Staff review, I would also like to pass on the following general comments concerning suggested additions or changes to the directory:

a. The contents of the directory are unclassified, but it does provide organizational and functional information concerning ODP, as well as a complete description of computer facilities. In our judgment, it requires limited distribution and handling. Use the control marking "Administrative-Internal Use Only." Because of the distribution limitation required by this marking, the following statement should be prominently displayed on the cover and on the title page:

"Information in this document may be disclosed to contractor employees and detailees who have a need-to-know and possess a CIA Top Secret staff-like clearance."

b. Paragraph 4.2.3 - Passwords for GIMS are changed annually and the passwords for VM are changed semiannually.

c. Paragraph 4.2.3 passwords are classified SECRET in themselves but should be handled at the same level as the information they protect.

d. Use of Agency Computers for Nonofficial Business (see Attachment II), should be referenced (soon to be incorporated in)

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e. Mention should be made of data entry services provided by ODP.

f. Information should be provided about the role of the ODP Security Officer [redacted] (Secure). For example, a "Security" listing should be added to Table 4, Directory of ODP Support Services.

g. Appendix A, ODP: Mission Organization and Functions should make brief reference to [redacted] (see Attachment III). The former describes ADP management in the Agency and the latter ODP missions and functions.

h. Appendix A, no doubt through some oversight, omits any mention of Management Staff and the Administrative Staff. These ODP components should be mentioned for completeness and because they do have an occasional interface with users (e.g., security, procurement, logistics, etc.).

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3. If I can provide any additional information or clarification, please let me know. I may be reached on [redacted]. If you have any questions on security matters, please contact [redacted] SO/ODP, on [redacted]. Once again, please accept my compliments on a fine product that I am sure will be extremely useful to our user community.



Attachments: a/s

cc: DD/P (wo/att.)
C/MS (wo/att.)

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DRAFT

10 JAN 1983

A FUNCTIONAL DIRECTORY

Office of Data Processing

Computer Facilities

Prepared by:

Publications Group
Customer Services Staff/Processing
Office of Data Processing
(PG/CSS/P/ODP)

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PREFACE

The goals of this directory are twofold: to describe some of the computing services that the Office of Data Processing (ODP) provides and define how a general user can gain access to these services, and to offer some insight into the hardware and software used and the support services available.

The information is arranged in four sections:

1. "Overview of ODP Services" gives you an overview of the ODP services available to the general user, the security measures taken to protect data, and the ways in which ODP helps you use its computers.
2. "Hardware" summarizes the equipment used in ODP's complex service network.
3. "Software" lists and briefly describes ODP's system software, language processors, and program products.
4. "Support Services" tells you how you can gain access to the ODP computers and what additional services are available to help you meet your data processing requirements.

As background information, Appendix A gives a broad picture of ODP's mission, organization, and functions; Appendix B defines unfamiliar acronyms and abbreviations; and a list of References shows the source material used in preparing this document and gives you a starting point for obtaining further information on topics covered herein.

ODP hopes that this directory will answer some of the questions you, the user of ODP services, have about computer capabilities available to you. Additional information on most ODP hardware and software is available through the ODP Technical Library, GA19, extension

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